

Carlisle Housing Authority
Meeting Minutes
October 14, 2014

Present: Alan Lehotsky, Chair; Mark Levitan; Steven Pearlman; Carolyn Ing; Elizabeth DeMille Barnett, Housing Coordinator. **Absent:** W. Randall Brown.

Guest: Priscilla Stevens, Reporter, *Carlisle Mosquito*

1. Meeting called to order at 7:33 p.m.

2. Old Business

A. NOAH Benfield Farms

- a. **Water aesthetic quality concerns.** Ms. Barnett reported that this concern continues to receive NOAH's attention, and will until the problem is rectified. It is believed that the water conditioning may be the issue.
- b. **Grounds update.** Ms. Barnett reported that the back grass Conservation area near the septic system area had been reseeded by NOAH.
- c. **Common area use.** Ms. Barnett reported that the Carlisle Council of Aging utilized the common room at Benfield Farms to host a presentation by the SHINE Program. SHINE (Serving the Health Insurance Needs of Everyone) is a state health insurance assistance program that provides free health insurance information, counseling and assistance to Massachusetts residents with Medicare and their caregivers. Approximately 30 people attended. This room provides a significant new asset to COA and other similar groups for meetings.
- d. **NOAH Insurance Policy.** Mr. Lehotsky reported that NOAH is in fact current on payments for their insurance policy. A question arose due to receipt of a late notice mailed to the Housing Authority. The issue was one of timing.

B. 338 Bedford Road Intellectually-disabled group homes

a. **Community Presentation.** Mr. Lehotsky presented slides outlining the project genesis, conceptual land use, a summary of the upcoming Request For Proposal (RFP) for a ground-lease developer for an intellectually-disabled group homes duplex, an overview of next steps, and the planned Appropriation Request to be made of the Carlisle Affordable Housing Trust (CAHT). This presentation will also be made to the CAHT at their October 16 meeting. It was noted that much of this presentation could be used at a pre-bid conference.

Mr. Pearlman raised a question about project financing. Mr. Lehotsky stated that some firms use their own funds, and that the state may provide some funding. It will be the responsibility of the selected developer to obtain and secure project financing. Proposers must demonstrate the financial ability and track record to develop such a project.

b. **Appropriation request of CAHT for RFP issuance.** Mr. Lehotsky reviewed the details of the appropriation request to be made of CAHT at their October 16 meeting. The request is for funds directly relating to the RFP.

1. Central Register, Newspaper notices	\$500
2. Technical Assistance - RFP Review (10 hrs @ \$200/hr)	\$2,000
3. Legal Costs	\$10,000
4. Infrastructure Grant (well/septic)	\$50,000
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Total	\$62,500

Mr. Pearlman moved that the CHA approve the request for funds as presented. The motion was seconded by Ms. Ing. All present aye; the motion passed.

c. **RFP issuance.** Mr. Pearlman moved that the CHA approve the issuance of the RFP for group homes for the intellectually-disabled to be developed at 338 Bedford Road. The motion was seconded by Ms. Ing. All present aye; the motion passed.

C. Long Ridge Road Chapter 40B update.

a. Ms. Barnett stated that the next meeting of the Town Hall Advisory Group is scheduled for October 16, and that she will circulate minutes after the meeting.

D. Commonwealth of Mass. Community Innovation Challenge Grant.

a. Ms. Barnett stated that the grant application was submitted on behalf of the five towns that officially supported the application (Carlisle, Boxborough, Dunstable, Easton and Medway). There was no announced decision date known at the time of this CHA meeting.

3. New Business

A. Habitat For Humanity interest.

a. Ms. Barnett reported that she had been contacted by Brenda Gould, Executive Director of Habitat for Humanity of Greater Lowell, to explore constructing a Habitat for Humanity home in Carlisle as an affordable housing project. The consensus of the board was positive. Ms. Barnett stated that the critical issue is locating a suitable parcel. She conducted a preliminary map search using potential lots provided by Ms. Gould, but had so far not identified a viable parcel.

4. Approval of Minutes. Minutes of the September 29, 2014 meeting were reviewed and discussed. A motion to accept the minutes as written was made by Ms. Ing, seconded by Mr. Lehotsky; all present aye, the motion passed.

5. Next Meeting Date: Monday, October 27th.

6. Meeting Adjourned at 8:16 p.m. Motion by Mr. Pearlman, second by Ms. Ing; the motion passed.

Respectfully submitted,

Mark Levitan, Secretary